

# Office of Naval Research – Code 34 Annual Progress Report Content Requirements and Submission Instructions

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Questions: [onrannualreports34@onr.navy.mil](mailto:onrannualreports34@onr.navy.mil)

# Introduction

- The Annual Progress Report is a formal document describing ONR-funded research. This document provides instructions for submission of and the contents required for annual reports on awards managed by Program Officers in ONR 34, Warfighter Performance Department. Other Departments at ONR may have different requirements. If you are unsure of what is required for your award, please contact your Program Officer.
- This Report is used by Program Officers to develop and defend research programs at ONR and to coordinate with other Department of Defense (DoD) and Federal agencies. **Materials submitted should not include proprietary, patentable, or otherwise sensitive information as they may be published by ONR.**
- The Report should summarize work performed between 1 June and 31 May of a given reporting year. A Report is required for EACH award which is funded by ONR 34. Reports are due and must be submitted by 6 July 2011.
- The Annual Progress Report consists of a minimum of four documents – 1) technical report, 2) viewgraph, 3) productivity report, and 4) award participants report. When possible, preprints, reprints, abstracts and technical reports cited in the productivity report should also be submitted.
- Should you have any questions, please contact your Program Officer or send an email to [onrannualreports34@onr.navy.mil](mailto:onrannualreports34@onr.navy.mil).

# File 1: Technical Report

- **The Technical Report should be in MS Word format (.doc).** Other file formats should be approved by your ONR Program Officer prior to submission.
- At a minimum, please include the following information on page 1 of your report: **PI Name, Organization, ONR Award Number and Award Title**
- The required sections of the technical report are provided below.

## **a. Scientific and Technical Objectives**

- Summarize the current project objectives noting if they deviate from those listed in the original proposal.
- Suggested word limit: 200 (< 1/2 page)

## **b. Approach**

- Summarize the current project approach noting if/how the current approach deviates from the original proposal
- Suggested word limit: 200 (< 1/2 page)

## **c. Concise Accomplishments**

- Briefly summarize accomplishments from the current reporting period and briefly note the significance of data/results.
- Suggested word limit: 200 (< 1/2 page)

## **d. Expanded Accomplishments**

- Describe in greater detail the progress achieved during the current reporting period and include the significance of data/results.
- You are encouraged to include graphs, charts, and photos.
- No word limit.

## **e. Work Plan**

- Describe the objectives you intend to achieve and the approaches that will be taken during the next reporting period.
- Detail any changes from the original proposed work plan.
- Suggested word limit: 500 (~ 1 page)

# Technical Report Content Requirements (cont'd)

## **f. Major Problems/Issues (if any)**

- Explain any problems that significantly affected the research plan or impacted expenditure rate during the current reporting period. (Examples: late receipt of funds, loss of personnel, technique didn't work, etc.)
- Suggested word limit: 250 (~ 1/2 page).

## **g. Technology Transfer**

Technology Transfer is an important measure of the impact of scientific and technical endeavors. ONR Program Officers use this information to highlight the technological payoffs that can emerge from investments in research.

- Describe any recent (last two years) direct or indirect interactions you have had with the Navy, other DoD services, Congress, the media or industrial scientists and engineers related to Technology Transfer.
  - For example, describe interactions that resulted in transitioning knowledge, methodology, data, software, or any other developments produced or directly derived from your ONR support.
  - Stress development paths of actual products including commercialization.
- Describe any R&D intellectual property transactions such as the licensing of patented technology or the establishment of Cooperative R&D Agreements (CDRAs) resulting from the ONR-funded project.
- If ONR-funded R&D has been successfully transitioned or leveraged to obtain funds from another source (e.g., DARPA, industry, NSF), please provide a brief description of the accomplishment.
- If Technology Transfer occurred without such interactions, please describe that as well.
- Describe any future plans you have for Technology Transfer of ONR-funded R&D.
- Suggested word limit: 500 (~ 1 page)

## **h. Foreign Collaborations and Supported Foreign Nationals**

## File 2: Viewgraph

To provide the Department with material to defend and support current and future research, a one-page, five-part viewgraph is required and is meant to provide an overview of your project.

- The five-part viewgraph **must** contain the following information in bullet form: Objective, Approach, Accomplishment(s), Impact or S&T Transition(s), and a visual aid/figure at a resolution suitable for printing. Patents or patent disclosures should be listed under Accomplishment(s).
- **Viewgraph format: MS PowerPoint (.ppt). Other file formats should be approved by your ONR Program Officer prior to submission.**
- An example viewgraph is found on the following slide.

# Color Distribution in Pisum sativum

Gregor J. Mendel, Brno Monastery

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## Objective:

- Investigate patterns of color distribution in hybridized Pisum sativum

## Approach:

- Plants are grouped and netted to prevent pollination
- Flower color is recorded
- Cross- or inter-fertilization conducted on mature flowers
- Resultant pea pods are grouped as to morphology and counted



## Accomplishments:

- One cross-fertilization cycle successfully completed
- Violet color appears dominant over white color as expected

## Transitions:

- CRADA established with Hybrid Genome, Inc.
- Transition to DARPA “SLIME” Program (J. Bielitski , Program Manager)

# File 3: Productivity Report

Download the MS Excel file here: [http://www.onr.navy.mil/reports/34/Productivity\\_Report.xlsx](http://www.onr.navy.mil/reports/34/Productivity_Report.xlsx)

Use this file to document all journal articles, books/chapters, technical reports, patents, etc. that resulted from the research **funded by your ONR award during this reporting period.**

## a. Refereed Journal Articles

- **Only include articles that were submitted, in-press, or published during the current reporting period and that resulted from the research funded by this award.** Specify the type for each entry using the drop-down menu. (Options: Submitted, In Press, Published)
- Enter each reference in a separate row.
- Follow Counsel of Biology Editors (CBE) citation format as shown below.
  - Author(s). Year. Article title. Journal title volume number(issue number):inclusive pages.
  - e.g.: Steiner U, Klein J, Eiser E, Budkowski A, Fetters LJ. 1992. Complete wetting from polymer mixtures. Science 259:1122-9

## b. Non-Refereed Significant Publications

- **Only include articles that were submitted, in-press, or published during the current reporting period and that resulted from the research funded by this award.** Specify the type for each entry using the drop-down menu. (Options: Submitted, In Press, Published)
- Enter each reference in a separate row.
- Follow Counsel of Biology Editors (CBE) citation format as shown below.
  - Author(s). Year. Article title. Journal title volume number(issue number):inclusive pages.
  - e.g.: Steiner U, Klein J, Eiser E, Budkowski A, Fetters LJ. 1992. Complete wetting from polymer mixtures. Science 259:1122-9

## c. Books or Chapters

- **Only include books and book chapters that were submitted, in-press, or published during the current reporting period and that resulted from the research funded by this award.** Specify the type for each entry using the drop-down menu. (Options: Submitted, In Press, Published)
- Enter each reference in a separate row.
- Follow Counsel of Biology Editors (CBE) citation format as shown below.
  - Author(s). Year. Book title. Place of publication: Publisher name. Part or Chapter Title; Page numbers for part or chapter.
  - e.g.: Hebel R, Stromberg MW. 1976. Anatomy of the laboratory rat. Baltimore: Williams & Wilkins. Part C, Digestive system; 43-54.

# Productivity Report (cont'd)

## d. Technical Reports

- **Only include technical reports that were submitted, in-press, or published during the current reporting period and that resulted from the research funded by this award.** Specify the type for each entry using the drop-down menu. (Options: Submitted, In Press, Published)
- Enter each reference in a separate row.
- Follow Counsel of Biology Editors (CBE) citation format as shown below.
  - Author(s) (performing organization). Date of publication. Title. Place of publication: Publisher or sponsoring organization. Report number. Contract number. Total number of pages. Availability statement.
  - e.g.: Cooper LN (Department of Physics, Brown University, Providence RI). Theoretical and experimental research into biological mechanisms underlying learning and memory. Final progress report 1 Aug 88-31 Jul 89. Washington: Air Force Office of Scientific Research; 1990 Apr 24. Report nr AFOSR-TR-90-0672. Contract nr AFOSR-88-0228;2305;B4. 19 p. Available from: NTIS, Springfield; AD-A223615.

## e. Workshops and Conferences

- If you contributed an abstract, presentation, poster, or were published in a conference proceeding **during the current reporting period**, provide the reference here. Specify the type for each entry using the drop-down menu. (Options: Invited, Contributed)
- Enter each reference in a separate row.
- Follow Counsel of Biology Editors (CBE) citation format as shown below.
  - Last Name and Initial(s) of Editor, [followed by last names and initials of other editors, if any], editor(s). Year of publication. Title of proceedings. Title of Conference; Year Date Month of Conference; Place of Conference. Place of Publication: Publisher. Number of Pages.
  - e.g.: Irvin AD, Cunningham MP, Young AS, editors. 1981. Advances in the control of Theileriosis. International Conference held at the International Laboratory for Research on Animal Diseases; 1981 Feb 9-13; Nairobi. Boston: Martinus Nijhoff Publishers. 427 p.

## f. Patents

- **Include all patents in process that result from the research funded by this award during this reporting period.** Specify the type for each entry using the drop-down menu. (Options: Disclosure, Pending, Granted)
- Enter each reference in a separate row.

## g. Awards/Honors:

- Include all awards/honors received **during the current reporting period.**
- Enter each reference in a separate row.



# File 4: Award Participants Report

Download the MS Excel file here: [http://www.onr.navy.mil/reports/34/Award\\_Participants.xlsx](http://www.onr.navy.mil/reports/34/Award_Participants.xlsx)

- Use this file to report the number of military personnel working on the project **OR** people receiving salary support from this ONR award **during this reporting period**. Undergrads not receiving salary support should also be reported.
- Enter whole numbers only. For example, if you have five male minority grad students each supported half time under the award, enter '5' in cell D4.
- Information submitted in this file is needed for internal analysis of cumulative program information and for various program-reporting requirements.

	A	B	C	D	E
1	Participants	Male non-minority	Female non-minority	Male minority	Female minority
2	PIs	1			
3	UnderGrad Students				
4	Grad Students			5	
5	Post Docs		1		

Screenshot of Award Participants Report file

# Submission Instructions

- Files are to be emailed to: [ONRAnnualReports34@onr.navy.mil](mailto:ONRAnnualReports34@onr.navy.mil).
- Please include your award number and last name of your ONR Program Officer in the subject line of the email.
- **A minimum of four files should be submitted.** 1) technical report, 2) viewgraph, 3) productivity report, and 4) award participants report. When possible, preprints, reprints, abstracts and technical reports cited in the productivity report should also be submitted.
- **Materials submitted should not include proprietary, patentable, or otherwise sensitive information as they may be published by ONR.**
- Please limit the size of all attachments to 10 Mb. You may submit your files in multiple emails if necessary.